CITY OF HOUSTON

Public Works & Engineering Department
Planning & Development Services Division
Code Enforcement Branch / Plan Review Section

School Plan Review Submittal Information

Design Occupant Load for Schools

1. **Class Rooms**
   Determine net square footage of each classroom and use O.L. factor 20 sq. ft. per person and then add up occupant load of each classroom to find the total occupant load.

2. **Office Area**
   Determine occupant load based on gross area of office portion using 100 sq. ft. per person.

3. **Total**
   Add up classroom load and office area together to find total occupant load of the school.

4. **Gymnasium, Cafeteria, Cafetorium & Auditorium**

Gymnasium & cafeteria	=	Use 15 sq. ft. per person to find total occupant load
Cafetorium	=	It is for dual purpose as a cafeteria and as an auditorium. Without any fixed seats, use 7 sq. ft. per person to find the total occupant load of cafetorium.
Auditorium	=	If there are no fixed seat, then use 7 sq. ft. per person and if there are fixed seats, count total no. of seats to find the occupant load.

5. **Library**

Reading rooms	=	Use 50 sq. ft. per person for net area used as reading room to find the occupant load.
Stack area	=	Use 100 sq. ft. per person for gross area of stack room/area to find the occupant load.

6. **Non-Simultaneous Use**
   If gymnasium, cafeteria, cafetorium, auditorium, or library is used only for displaced students, then that occupant load is not added to the total occupant of the school, but that occupant load is used to determine exit requirements of that portion.

   In case any of these portions are used by outsiders temporarily for any occasion or celebrations, then the occupant load of that portion is added to the total occupant load determined in step 3 to find the grand total of occupant load.

7. **Simultaneous Use**
   If a gymnasium, cafeteria, cafetorium, auditorium, or library is a separate, stand-alone building, then it will have its own occupant load.

NOTE: If there is a reduction of occupant load based on teacher/student ratio as per Texas Education Agency, building official's approval is required as per Sec. 1003.2.2 of the Houston Building Code.

SCHOOL CHECKLIST – 2000 IBC, UMC, UPC, IECC 2002 NEC

Submit two ***(2) sets*** of non-erasable/legible ***ready-for-construction*** plans including (but not limited to) a survey and a Site Plan. NO SPEC BOOKS.

The following are some of the ***basic and frequently overlooked code requirements*** that must be detailed on plans for Schools and may be useful as a checklist for the designer. This ***list is not*** intended to be ***exhaustive*** of all possible requirements. The code books along with the code of ordinances of the City of Houston contain the comprehensive list of code requirements.

Inconsistencies between details ***will be noted*** as needing to be corrected.

GENERAL REQUIREMENTS

Code Ref.	Requirements	√
BUILDING PERMIT APPLICATION		
	One Per Building – Distinct Building # Address Critical	
	Project (#)	
	Scope Clearly Defined (New, Addition, Remodel, T-Building)	
	Cost Of Construction (Material And Labor At Industry Costs) / Separate Breakdown New & Rem	
	Legal Description (New Bldgs And Addn's)	
	# Stories	
	TDLR # (if Required)	
	Asbestos Survey (If existing bldg.)	
	Sprinkler (Yes or No) Percentage and Type	
	Responsible Parties	
	Deed Restriction Affidavit (Reverse side)	
WATER / WASTEWATER		
	Wastewater – Taps & Meters Water Meter Account	
	Utility Connection Locations	
	Wastewater Capacity Application And Fees Or Exemption Form	
	Occupant Load Match With Code Review Occupant Load *	
CODE ANALYSIS		
Ch. 3	Occupancy Classification	
Table 503	Building Height And Area	
504	Height Modifications	
506	Basic Allowable Area & Area Modification	
507.7	Unlimited Area	
Table 601	Type of Construction (can be found on Certificate of Occupancy)	
302.3	Mixed Occupancy Separation	
302.1.1	Incidental Use Areas	
Table 601	Fire-Resistance Rating For Building Elements	
705	Fire Separations	
706	Fire Areas / Barriers	
Table 1002	Design Occupant Load	
Table 1002	Actual Occupant Load (Request Building Official Approval)*	
305.2, 308.5.2	Daycare	
302.2	Accessory Use Areas	
302.3.3 notes e,f	Special Occupancy Separations	
509	Foundation Elevation with Elevation of Nearest Sanitary Sewer Manhole Rim	
SITE PLAN		
	Master Plan For Campus	
	Footprint Of All Existing Building With New Additions Or Structures	
106.2	Property Lines	
704.3	Assumed Property Lines (If Required)	
	Easements / Building Setbacks	
	Dimensions	
	Address & Use Of All Buildings On Site	
	Parking / Paving/ Approaches / Sidewalks	
DRIVEWAYS/ SIDEWALKS		
	Width, Radius And Distance To Both Property Lines	
	Sidewalk Required If Inside Loop 610, On A Major Thoroughfare, Or If Lot Frontage Is 125 Feet	
	Not Less Than 25 Feet To Corner Intersection	
	Must Have Traffic Section Approval	
SPECIAL INSTRUCTIONS		
	List Each Designer On The Drawing Set By Specific Trade – Name, Phone #	
	Scope Of All Work To Be Installed On This Permit.	
	Determine Total Square Feet of New Paving	

STRUCTURAL

Code Ref.	Requirements	√
FOUNDATION PLAN		
1802	Geo-technical Investigation Report (Attached to Each Set of Plans)	
	Engineered Foundation Layout – Location of All Footings and Piers	
	Engineered Details Including Pier Designs & Footings Referenced on Layout	
	Beam Sections	
	Reinforcement Details	
	Drill Pier Details	
	Engineer Block Layout (If Required)	
FRAMING		
106.3	Complete Engineered Framing Plans	
1609.3	110 Mph Wind Speed - 3 Second Gust	
	Engineered Metal Building Plans	
1607.1	Engineer Metal Stair Drawings	
Ch. 16	Structural Loads : Storage = 125psf/Light Or 250 Psf/Heavy, Stairs, Handrails, Guard Rails	
	Structural Masonry Designs (Including Trash Enclosures)	
	All Canopies And Covered Walkways	
	Wall Sections – Foundation To Ridge	
	Floor, Ceiling And Roof Framing Details	
	Fire Rating Designs And Numbers (UL, Gypsum Manual Or IBC Ch.7)	
	Fire Rated Design Detail From Approved Agency Or IBC, Chapter 7	
	Fire Rated Exterior Walls (<5' From Property Line Must Be 1 Hour Wall)	
	45 Minute Glass Block Otherwise No Openings	
603	Combustible Material In Types I And II Construction	
	Insulation R-Values	
	Wood:	
	Lumber Size, Grade, Species, And Spacing For Studs, Joists, Rafters	
	Windstrapping From Appendix Or Engineered Design	
	Wind Bracing	
	Nailing Schedule	
	Attic Access: 22" X 30" = No Equipment or 30" X 54" with 350lb. Load Ladder =Equip In Attic	
	Framing Dimension Must Be Large Enough To Allow For R Value Insulation Thickness	
	Enclosed Useable Space Below Stair Must Have ½" Gypsum Board	
1609.3	Engineered Tie-Downs (Modular Building) note: 110 MPH Wind Speed - 3 Second Gust	
FIRE PROTECTION		
903	SPRINKLERS WHERE REQUIRED	☐ N/A
903.2.12.1	Basements > 1500 sq ft	
903.2.2	Area > 20,000 sq ft	
Table 601 note d	Reduction of Hourly Ratings	
903.3.1	Sprinkler Standard NFPA 13	
903.3.4	Valves Controlling Water Supply	
Table 1004.2.4	Exit Access Travel	
907.2.3	FIRE ALARMS	☐ N/A
907.3.1	Manual Fire Alarm Box Exemption	
	Texas P. E. or Alarm Planning Superintendent	
905	STANDPIPES REQUIRED	☐ N/A
905.3.1	Buildings With Floors > 30 Ft Above Grade	
905.4 – 905.6	Hose Connection Location	
905.2	Standpipe Standard NFPA 14	
905.9	Valves Controlling Water Supply	
905.7	Cabinets	
EXITS		
1003.3.1.9	Door & Hardware Schedule Including Panic Hardware	
1003.2.3	Exit Capacity > Occupant Content	
1003.2.2.7	Converging Exit	
1004	Travel Distance & Arrangement Of Exits	
Table 1004.2.1	Two Exits (Room Or Tenant Space > 50 Occupants Or > Travel Greater Than 1004.2.5	
1004.2.5	Common Path Of Travel	
1004.2.2.1	Exit Separation (1/2 Diagonal Dimension Of Building – 1/3 If Sprinkled)	
1005.2.1	Minimum Number Of Exits	
Table 1005.2.2	Single Exit (One Story, 50 Occupants, And 75 Ft. Travel Distance)	
1004.3.2.2	Minimum Width Of Access Corridor	
1003.3.3.1	Minimum Stair Width / Door Width	
1007.1	Boiler, Incinerator Or Furnace Room	
1007.2	Refrigeration Machinery Room	
1004.3.2.3	Dead End Corridor < 20ft.	
1005.3,1004.3.2.1	Exit Access Corridor	
1005.3.2.5	Smokeproof Enclosures	
1003.3.3.8	Mezzanines	
1005.3.2	Stair Details – Rise And Run, Tread Details	
1005.3.2.3	Stairway Identification For Stairs That Continue Below The Level Of Discharge	

Code Ref.	Requirements	√
1003.3.3.5	STAIRWAY CONSTRUCTION	☐ N/A
1003.3.3.3.2	Closed/Open Risers	
1005.3.2.2	Separation Of Closets Below Stairways	
1003.3.3.3	Stair Treads And Risers	
1003.3.3.3.1	Uniform Treads And Risers	
1003.3.3.4	Landings	
1003.3.3.11	Handrails	
1003.3.3.2	Headroom	
1003.3.3.12	Access To Roof	
1005.3.5	Horizontal Exits	
1003.2.2.5	Assembly Room Capacity Sign	
Table 1004.2.1	Assembly Room Exits	
1005.3.6	Exterior Exit Stairways	☐ N/A
1006.2.2	Adjacent Lot Lines	
1005.3.6.5	Fire Resistive Separation	
1006	Exit Discharge	
1003.3.1.3.4	Electronic Locks	
1003.2.2	Locked Gates	
1003.3.4	Ramp Details – Slope, Surface, Edge Treatment	
1004.3.3	Balconies	
1003.2.12	Guardrails – Maximum 4” Openings And 42” Height	
10003.2.10	Exit Illumination And Signs	
1005.3.2.4	Stairway Floor Number Signs	
1004.3.1	Exit Obstructions	
ENGINEER’ S SEAL (when required)		
	Required On Foundations	
	Required On Structural Steel	
	Required For Prefab Trusses And Beams	
	Required For Masonry >2 Feet	
	Signed And Dated After Latest Revision By Engineer Responsible For New Revisions	
SAFETY GLAZING		
Ch. 26	Shower And Tub Enclosures	
	Side Hinged Doors	
	Adjacent To Stairs And Landings	
	Panels Adjacent And Within 24 Inches Of Door	
	Panels With 9 Square Feet And Bottom With 18 Inches Of Floor And Top Above 36 Inches Above Floor	
FLOOR PLANS		
	Dimensioned And To Scale	
	All Rooms Labeled	
Ch.8	Finish Schedule	
2000 IECC INTERNATIONAL ENERGY CONSERVATION CODE – SEC. 802		
	FORM – Match Plans And Software Report – Attach To Each Set Of Plans	
	Computer Software Report Attached If Used	
	Square Footage Of Floors And Walls	
	Percent Of Glazing Required Computation	
	Energy Glazing Factors SHGC And U Factor	
	Building Envelope Insulation R-Values	

ELECTRICAL

Code Ref.	Requirements	√
2002 NEC		
302.2	Engineer Seal (Master If Minor Remodel Not Requiring Engineering)	
110.26	Working Space About Equipment	
110.26	Entrance To Working Space	
110.26	Headroom About Equipment	
110.26	Dedicated Equipment Space	
210	Branch Circuit Requirements	
210	Required Outlets	
215	Feeder Requirements	
220	Load Analysis/Service Calculations	
230	Service Requirements	
240	Complete One Line Diagram	
250	Grounding Requirements	
300	Wiring Methods And Material	
408	Panels Schedules	
	Fixture Schedules	

2000 IECC INTERNATIONAL ENERGY CONSERVATION CODE – Sec. 805		
T805	Fill Out City Of Houston Energy Form For Allowable Watts	
	Signed By Engineer Or Electrical Master	
	Identify Fixtures By Wattage	
Sec. 8	Bi-Level Switching And Occupancy Sensor Under 250 Sq. Ft.	
Sec. 8	Auto Lighting Control Over 250 Sq.Ft.	
Sec. 8	Exterior Lighting Control	
	IC Rated Fixtures	

MECHANICAL

Code Ref.	Requirements	√
2000 IBC		
Table 715.5	Fire Rated Floor/Ceiling Assembly	
Table 719.1(1)	Fire Rated Floor/Ceiling Assembly	
U.L. design	Fire Rated Floor/Ceiling Assembly	
711	Fire Rated Floor/Ceiling Assembly	
711.3.1.1	Fire Rated Floor/Ceiling Assembly	
Table 715.5	Fire & Smoke Damper Locations	
Table 715.5	Corridor Enclosure (One Hour Corridors)	
Table 1004.3.2.1	Corridor Enclosure (One Hour Corridors)	
Table 715.5	Shaft Enclosures (Fire & Smoke Dampers)	
707	Shaft Enclosures (Fire & Smoke Dampers)	
106.1	Engineer Seals (Current Seal Signed & Dated)	
3006.2	Provide Ventilation For The Elevator Machinery Room	
U.L. Design	Provide The Model & Manufacture For Dampers	
U.L. Directory	576 Sq. Inches Of Opening Per 100 Sq. Foot	
2000 UMC		
113.3.1	Penetration Details Of Fire Rated Assemblies	
113.3	Provide An Equipments Schedule	
310.1	Condensation Removal	
408.3	Toilet Exhaust	
Table 4-1	Outside Air Requirements For Ventilation	
Table 5-1	Dust Collection	
Table 5-1	Fume Hoods	
504.3	Dryer Ducts	
506.9	Exhaust Outlet Termination Points	
article 15 IFC	Paint Spray Booths	
508	Kitchen Exhaust Systems	
504.1 509.9	Makeup Air For Exhaust Systems	
509	Commercial Kitchen Hoods	
510	Automatic Fire-Extinguishing Systems	
903	Access To Equipment	
1105.8	5 Hp Units > 10 Foot From Exit	
1107.1.1	Chiller > 20 Foot From Opening In Building	
1107	Refrigeration Machinery Rooms	
1108	Refrigeration Machinery Room Ventilation	
1108.7	Refrigeration Ventilation Discharge	
2000 IECC INTERNATIONAL ENERGY CONSERVATION CODE – SEC. 803		
Section 7 & 8	City Of Houston. Energy Compliance Form	
Table 803	Equipment Efficiency Rating (SEER, EER, IPLV, COP)	
803.2.3.1	Programmable Temperature Controls	
803.3.2	Temperature Range Or Deadband	
803.2.8	Duct And Plenum Insulation (R-5 Or R-8)	

PLUMBING

Code Ref.	Requirements	√
SWQMP	Obtain Storm Water Quality Permit from PWE Department	
SITE PLAN		
	Location of easements	
	Water, sewer, storm piping to be shown on site plan	
	Provide utility letter(s) – water / sewer / storm	
	Show all piping to point of connection to city services as per letters of availability.	
	Dimensions from property line to buildings	
	Specific type of material for all piping systems	
	Internal site drainage details	
	Surface Site drainage	
	Stormwater Pollution Prevention Plan	
2000 UPC		
Table 11-1, 11-2	Complete riser diagram for all roof drainage showing sq. foot area for each roof drain, over-flow drain or scupper, with all sizes	
Sec 1101-1102	New roof drains with square foot area for each on riser diagram and roof plan.	
Chapter 6	Provide details of water heaters, back-flow preventers, water softners, surge tanks, sump pumps, and acid dilution tank if required	
Table 6-4, APPa	Water pipe sizing	
	Complete riser diagram for all waste and vent piping with all pipe sizes shown	
Ch. 12 UPC	Riser diagram for any gas showing distance from meter to each opening	
	Specific types of all piping materials to be noted on plans.	
Chapter 20	Comply with any health department requirements for plumbing related items	
Table H-1 & APP H	Calculations and any details for required interceptors	
2000 IBC		
2902.1	Calculations for sanitary facilities to insure required fixture count.	
2000 IECC INTERNATIONAL ENERGY CONSERVATION CODE – SEC. 804		
REMODELS		
	Complete site plan showing existing conditions and cloud all new construction.	

T-BUILDINGS

Code Ref.	Requirements	√
GENERAL		
	Four sets of plans	
	Site plan with dimensions to property lines and other buildings	
STRUCTURAL		
	State of Texas approval or a complete set of structural plans	
	Foundation plan with engineered tie-downs	
	Exit stair and ramp details - engineered	
ELECTRICAL		
	State of Texas approval or a complete set of electrical plans.	
302.2	Engineer Seal or Master Electrician	
302.2	Electrical site plan, location of service	
240	Complete one line diagram	
MECHANICAL		
	State of Texas approval or a complete set of mechanical plans.	
	must show the route and disposal method of condensation from the A/C units	
	when stacked together forming a one-hour corridor must show code compliance for the corridor (smoke dampers)	
	Site plan with dimensions	
	Show dimensions from building to property line and to existing buildings.	
PLUMBING		
	Temporary building with plumbing-show water and sewer sizes with specific type of material from building to point of connection	
	Grading plan for area of temporary buildings- show elevations draining to existing on site drainage	
	Note on cover sheet if occupants of new or relocated temporary buildings are for new students or relocated students. If relocated students note if existing restroom facilities are to be usable during construction or if you are placing a restroom temporary building	

FIRE ALARM REQUIREMENTS- 2000 IBC/IFC

NEW SCHOOLS, NEW ADDITIONS, NEW OR USED MODULAR BLDGS. MOVED TO NEW LOCATIONS.

1. SEE IBC 2000 SEC. 907.2.3 FOR F/A DEVICE REQUIREMENTS.

2. INSTALLED PER NFPA 72. 1996 EDITION.

3. VISUAL ALARMS MUST COMPLY WITH IBC 907.9.1.1 AND NFPA 72.
   GENERALLY VISUAL ALARMS ARE REQUIRED IN ALL AREAS WITH THE EXCEPTION OF PRIVATE OFFICES, STORAGE ROOMS LESS THAN 20 SQ. FT. AND TOILET ROOMS OPENING ONLY INTO PRIVATE OFFICES, SHALLOW CLOSETS, JANITOR CLOSETS, UNOCCUPIED EQUIPMENT ROOMS (MECHANICAL, ELECTRICAL, COMMUNICATIONS) AND STORAGE ROOMS OPENING INTO CLASSROOMS THAT ARE FOR THE EXCLUSIVE USE OF THE TEACHER

4. PROVIDE A LEGEND FOR F/A SYMBOLS USED.

5. PROVIDE A SEQUENCE OF OPERATION FOR F/A SYSTEM. (MUST ACTIVATE A GENERAL ALARM THROUGH-OUT ALL BUILDINGS).

6. DRAWINGS MUST DISPLAY AN ALARM PLANNING SUPERINTENDENT OR A TEXAS REGISTERED PROFESSIONAL ENGINEERS STAMP.

7. F/A SYSTEMS MUST BE MONITORED PER IBC SECTION 901.6.2

EXISTING SCHOOLS

1. IF A COMPLETE NEW F/A SYSTEM IS INSTALLED IT MUST COMPLY WITH ITEMS 1 THRU 7 ABOVE FOR NEW SCHOOLS.

2. IF SCHOOL IS JUST REMODELING TO SOME DEGREE, THE F/A SYSTEM INSTALLED AT TIME OF ORIGINAL CONSTRUCTION OR ITS APPROVED UPGRADES MAY REMAIN.

3. NEW VISUAL ALARMS COMPLYING WITH ABOVE MENTIONED ITEM #3 SHALL BE INSTALLED IN ALL REMODELED AREAS.

4. ANY PLANS SUBMITTED MUST SHOW AND IDENTIFY ALL EXISTING DEVICES REMAINING, EXISTING DEVICES RELOCATED, AND NEW DEVICES, (SHOW ON FLOOR PLANS AND IN F/A LEGEND).

5. ITEMS # 5 & #6 ABOVE REQUIRED ON ALL DRAWINGS.

6. ALL T-BUILDINGS MUST BE TIED TO FACP IN MAIN SCHOOL BUILDING. ACTIVATING MAIN F/A SYSTEM AND VICE /VERSA.

EXCEPTION: IF MAIN SCHOOL BUILDINGS ARE VACANT OF STUDENTS AND FACULTY DURING CONSTRUCTION.

CITY OF HOUSTON
PUBLIC WORKS & ENGINEERING
CODE ENFORCEMENT DIVISION

REQUEST FOR A REDUCED OCCUPANT LOAD FOR EDUCATIONAL OCCUPANCIES

The purpose of this form is to calculate an ***actual*** occupant load in an educational space that is governed by Texas Educational Agency (TEA) rules that limit maximum class sizes. The code review will be based on the ***design occupant load***. Once the code review is approved the ***actual*** value will be used to correlate the Wastewater Capacity Reservation letter with the Certificate of Occupancy. This will eliminate unnecessary Wastewater Capacity fees for the school.

Part I. Application. Use the instructions in Part II, to help complete this form.

General Information.			
1. School Name:		4. Date:	
School District:			
2. Contact Name:		5. Phone:	*Fax:*
District Representative:		Phone:	*Fax:*
3. Project Address:		6. Project Number:	
Mailing Address:			

Occupant Load Calculation.			
7. Number of Buildings: (1 unless Temporary Buildings)		10. Total TEA student allocation per building:	
8. Number of Classrooms:		11. Assigned School Staff per building:	+
9. Design Occupant Load:		12. Additional Occupant Load: **Optional**	+
District Representative Signature		13. Actual Occupant Load:	=

Comments and Explanations.
Please provide total actual occupant load for "T" buildings here.

Part II. Definitions and Instructions.

Definitions. **Use these definitions to help with the terms in Part I of the form.**

1. TEA. The Texas Education Agency.
2. DESIGN OCCUPANT LOAD. The number of persons for which the means of egress of a building or a portion thereof is designed. Ref: Houston Building Code Table 1003.2.2.2.
3. ACTUAL OCCUPANT LOAD. The number of students allowed by TEA in an educational space plus the maximum number of HISD staff assigned to those students. This may be increased by a proposed simultaneous use that adds more adults.

Instructions. Use these line- by- line instructions to help complete Part I of the form.

1. Enter the name of the school and district for which the request is being made.
2. Enter the contact name of the person requesting the occupant load reduction and that of the district representative.
3. Enter the project address as it appears on the building permit application. Enter mailing address.
4. Enter today's date.
5. Enter the phone and fax # for the contact person (the first person in box 2). Enter the phone and fax # for the district rep.
6. Enter the City of Houston project number.
7. Enter the total number of buildings. Only 1 building allowed per request, unless they are temporary buildings.
8. Enter the number of classrooms.
9. Enter the Design Occupant Load, calculated by Section 1003.2.2.2 of the Building Code.
10. Enter the value assigned by TEA.
11. Enter the staff strength assigned to this school by the district.
12. This is an optional additional number of persons, groups or organizations that will be using the school simultaneously- during school hours. Enter the number of additional persons that would be using the school in the box.
13. Enter the sum of boxes 10, 11, and 12 (if used).

Provide signature of District Representative

Initials _____, _____, Approved, Building Official _____ Date _____

CITY OF HOUSTON

HOUSTON PLANNING COMMISSION — PLANNING & DEVELOPMENT DEPARTMENT

DEVELOPMENT SITE PLAN REVIEW FORM

KNOWN AS DEVELOPMENT PLAT APPLICATION IN ORDINANCE # 1999-262

R To expedite this application, please complete entire application form.

1. PROJECT NAME: _____

STAFF INITIALS

2. SITE ADDRESS: _____

3. SUBDIVISION: _____

DATE

4. LOCATION: O Urban Area O Suburban Area

5. PROJECT INFO.:

Project no.: _____ Survey: _____

Lambert: _____ Census Tract: _____ Abstract no.: _____

p Inside city limits

Key Map: _____ Zip Code: _____ City Council District: _____

p ETJ

County: _____ Utility District: _____

6. GEOGRAPHIC:

North of: _____ East of: _____

South of: _____ West of: _____

7. TOTAL ACREAGE: _____

8. CONTACTS:

Developer: _____

Address: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

Applicant: _____

Address: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

9. SUBMITTAL REQUIREMENTS

One copy of completed application form	p
Two copies of sealed and certified survey in Building Plans	p
Two copies of site plan in Building Plans	p
Two copies of recorded subdivision plat in Building Plans	p
Filing fee ($355.00 payable to "City of Houston")	p

Applicant's Signature **Date**

CITY OF HOUSTON
DEPARTMENT OF PLANNING & DEVELOPMENT

LANDSCAPE ANALYSIS FORM

(Please attach to permit site plan)

Non-Single Family Residential
(Staff may create an artificial lot)

A. STREET TREES : Sec. 33-126 (a)

Length of property line in lineal feet as measured along each street separately.

Lineal feet of property / 30 = Total Street Trees.

STREET NAME	LINEAL FEET	STREET TREES
	/ 30	
	/ 30	
	/ 30	
	/ 30	
(A1) TOTAL STREET TREES		

Total number of street trees : _____ - _____ credits from below = _____ street trees required.
Maximum street tree credits can not exceed 50% of each block face.

B. PARKING LOT TREES : Sec. 33-127 (a)
Each parking space must be within 120′ of a tree.

(B1) Number of new parking spaces to be constructed _____ / 10 = _____ parking lot trees.

Total number of parking lot trees : _____ - _____ credits from below = _____ parking lot trees required.

C. SHRUBS: Sec. 33-127 (b)

75% of the shrubs must be planted along the perimeter of the parking lot.
(Shrubs are required for new or the expanded portion of parking lots)

Total number of Street trees required, from (A1) above _____ x 10 = _____ shrubs required.

D. LANDSCAPE BUFFER: Sec. 33-128 (1) Wood, concrete masonry opaque screening fence. (Min. 6′)
Sec. 33-128 (2) Evergreen screening.
A 6′ high wood, concrete masonry opaque screening fence, or 15′ wide evergreen planting strip along thetotal length of property line adjacent to existing single family residential, or limit of expansion adjacent to existing single family residential.
(Site plan must show land use on all sides of the property)

Sec. 33-123 (a) TREE PLANTING EQUIVALENCY CREDITS:

1. Number of proposed trees exceeding 4″ in caliper _____ x 2 = _____credits.
2. Depositing of monies with Parks and Recreation Department.
   $155.00 per tree. Proposed credits cannot exceed 30% of (A1) and (B1) above.
   Amount to be deposited: Proposed credits _____x $155.00 = $_____.
   The combined credit under items 1 & 2 may not exceed 50% of the total tree planting requirement.
3. Preservation of on-site trees, per the following schedule in caliper:
   minimum 4″ to 6″ 2 trees
   greater than 6″ but less than 12″ 3 trees
   12″ and greater 4 trees
   Total number of tree credits for this option. _____ trees.
4. Credit for preserving existing right-of-way street trees. _____ trees
5. Proposed total number of tree credits. 1 + 2 + 3 + 4 = _____ trees.
   (To receive credits documentation must be provided in conformance with Section 33-122)

PLEASE ATTACH TO PERMIT SITE PLAN

Sec. 33-130 Preservation of existing trees and associated understory.

(a) The following procedure shall be required where credit for the preservation of existing trees and associated understory is being requested to be applied toward the total planting requirement pursuant to section 33-123(a) of this Code or the protected tree replacement requirement. Where such credit is being requested, the applicant shall also supply to the building official for review with the building plans a tree and associated understory preservation plan and shall include:

(1) Delineation of proposed limit of clearance and establishment of tree protection zones which shall extend to outside the dripline of the tree and associated understory to be protected, if any;
(2) Proposed soil stabilization practices, i.e., silt fence, hay bales;
(3) The species of each tree to be preserved and for which credit is being requested;
(4) The proposed finished grade and elevation of land within six feet of or within the dripline of any tree to be preserved, whichever is greater, shall not be raised or lowered more than three inches unless compensated for by welling or retaining methods;
(5) Existing and proposed location of all trees and plant materials to be relocated at the drawing scale;
(6) A landscaping tabulation, and itemized credit requests for existing trees to be preserved which have a minimum of four inches in caliper and greater;
(7) Tree and associated understory preservation details; and
(8) Specification of ground plane treatment as either turf or sod. If a combination of both is utilized, the limit of each shall be indicated.

(b) The following tree relocation information shall be provided on the landscape plan or in a report for the transplantation of existing specimen trees when preservation credit is being requested for them. This information shall include an assessment of the cost of transplanting the trees as opposed to the potential mortality rate which may result from the attempted transplantation. If relocation is elected, the following information shall be provided:

(1) Transplanting techniques;
(2) Equipment to be utilized;
(3) Locations of existing trees and proposed locations for transplanted trees;
(4) Genus, species, caliper, height and general condition of the existing tree;
(5) Pruning and maintenance schedule and methods to be followed; and
(6) Which form of assurance of performance will be provided, i.e., executed contract, bond or assigned certificate of deposit.

(c) If preservation credit is requested, the trees shall be protected and preserved as set forth in appendix C.

(d) The department shall make recommendations to minimize damage to existing vegetation during the site construction phase. The department shall also suggest possible uses for those trees removed as a result of development such as the creation of wood chip mulch from removed hardwood trees.

CITY OF HOUSTON

Health & Human Services Department
(713-794-9200 or 713-535-7772)

FOOD INSPECTION REQUIREMENTS FOR SUBMISSION OF PLANS

SUBMISSION OF PLANS: SUBMIT TWO SETS OF PROPERLY PREPARED PLANS AND SPECIFICAITONS TO THE COMMERCIAL PLAN CHECKING OFFICE AT 3300 MAIN, 1ST FLOOR. THESE PLANS AND SPECIFICATIONS SHALL INCLUDE A FLOOR PLAN WITH A PROPOSED EQUIPMENT LAYOUT, ELEVATIONS OF FOOD SERVICE EQUIPMENT, AND A DETAILED ROOM FINISH SCHEDULE. (SECTION 20-25A).

1. EQUIPMENT Equipment shall be located in a way that facilitates cleaning the establishment and prevents food contamination. Floor mounted equipment, unless readily movable, shall be sealed to the floor, or installed on a raised platform of concrete, or elevated on legs to provide at least a six-inch clearance between floor and equipment. Unless sufficient space is provided for easy cleaning between and behind each unit of floor mounted equipment, the space between it and adjoining equipments units and between it and adjacent walls shall be closed or if exposed to seepage, the equipment shall be sealed to the adjoining equipment or adjacent walls. Aisles and working spaces between units of equipment and walls shall be unobstructed and of sufficient width to permit employees to perform their duties without contamination of food or food contact surfaces by clothing or personal contact. (Section 20-21, Item 10)		**5. FLOORS** The floors of food preparation, food storage, utensils washing areas, dressing areas, locker rooms and toilet rooms shall be constructed of smooth, durable materials. Floor drains shall be provided in floors that are water flushed for cleaning or in areas where pressure spay methods for cleaning equipment are used. Such floors shall be constructed only of sealed, smooth concrete, terrazzo, ceramic tile, or similar materials and shall be graded to drain. In all new or remodeled establishments where water flush cleaning methods are used, the junctures between walls and floors shall be coved and sealed. In all new or remodeled establishments, installation of exposed utility lines and pipes on the floor is prohibited.
2. PLUMBING The potable water system shall be installed to preclude the possibility of backflow. A hose shall not be attached to a faucet unless a backflow prevention device is installed. Grease traps, if used, shall be located easily accessible for cleaning. Grease traps shall be of an approved type and size and in approved area, preferably outside the building. Except properly trapped open sinks, there shall be no direct connection between the sewerage system and any drains originating form equipment in which food or utensils are placed (Section 20-21, Item 17)		**6. WALLS AND CEILINGS** The walls and ceilings of food preparation areas, food storage areas, equipment and utensil washing areas, toilet rooms, and vestibules shall be light colored, smooth, nonabsorbent, and easily cleanable. Studs, joists, and rafters shall not be exposed in those areas. Utility service lines, pipes and water heaters shall not be exposed on walls and ceilings in those areas. Ceilings in retail food stores and warehouses where only packaged foods, and single service use articles are stored or displayed shall be light colored, nonabsorbent, and easily cleanable. If exposed, in areas where allowed in previous sentence, HVAC ducts shall be smooth, rigid metal designed with a circular cross-section. (Section 20-21,Item 23) Wall areas adjacent to food preparation areas and utensil washing areas shall have smooth, hard, nonabsorbent surface of a type that is not adversely affected by moisture such as FRP (Fiberglass reinforced polyester), stainless steel, ceramic tile, high-pressure decorative laminate or equal.
3. CLEANING AND SANITIZING A three-compartment sink shall be used if washing, rinsing, and sanitation of equipment or utensils is done manually. Sinks shall be large enough to permit the complete immersion of the utensils and equipment. Each compartment of any sink required shall be not less than 15" x 15" x 12" (LxWxD). A drain board or similar equipment of adequate size shall be provided. (Section 20-21. Item 11 & 12). Cleaning and sanitation may be done by spray type or immersion type dishwashing machines. (Section 20-21, Item 13)		**7. TOILETS** Toilet facilities shall be accessible to employees at all times. Toilet facilities must be located within the establishment and have inside access. Toilet rooms shall be completely enclosed and shall have tight fitting, self-closing, solid doors. Toilet rooms shall not open directly into any room in which food, drinks or utensils are handled. (Section 20-21,Item 18) Walls within water closet compartments and walls within two feet of the front and sides of urinals and hand sinks, to a height of four feet shall have a smooth, hard, nonabsorbent surface of a type that is not adversely affected by moisture (See walls and ceilings above for recommended materials.)
4. HANDWASHING SINKS Handwashing sinks shall be located to permit convenient use by all employees in the food preparation areas and utensil washing areas. Handwashing sinks shall be accessible to employees at all times. Handwashing sinks are also required in toilet rooms or vestibules. Each handwashing sink shall be provided with hot and cold running water tempered by means of a mixing valve or combination faucet. (Section 20-21, Item 19)		**8. LIGHTING** At least 50 foot candles (fc) of light shall be provided to all working surfaces and at least 30 fc shall be provided to all other surfaces and equipment in food preparation, utensil washing, and handwashing areas, and in toilet rooms, at least 20 fc at a distance of 30 inches from the floor. In all other areas protective shielding shall be provided for all lighting fixtures located over food storage, preparation, service and display facilities where utensils and equipment are cleaned and stored.

9. INSECT AND RODENT CONTROL Openings to the outside shall be effectively protected against the entrance of insects by tight fitting, self-closing doors, closed windows, screening, controlled air curtains, or other means. Screen doors shall be self-closing. (Section 20-21, Item 21)		**INSTRUCTIONS:**
10. VENTILATION All rooms shall have sufficient ventilation to keep them free of excessive heat, odors, smoke and fumes. In all new or remodeled establishments, all rooms from which obnoxious odors, vapors or fumes originate shall be mechanically vented to the outside. When such ventilation may result in the deposition of particulate matter or liquids within the ventilation system, ventilation hoods and ventilation equipment shall be equipped with effective, easily removable, easily cleanable filters. (Section 20-21, Item 25)		
11. UTILITY FACILITIES In new or remodeled establishments at least one utility sink or curbed cleaning facility with a floor drain shall be provided and used for the cleaning of mops or similar wet floor cleaning tools. (Section 20-21, Item 23)		
12. GARBAGE Garbage and refuse containers, dumpsters, and compactor systems shall be stored on or above a smooth surface of non absorbent material, such as concrete or machine laid asphalt. (Section 20-21, Item 20)		**FOR ADDITIONAL INFORMATION PLEASE CALL:** **PLAN CHECKING SECTION: 713-535-7772** **PRE-OPENING INSPECTIONS: 713-794-9200** **After obtaining an approved set of blueprints, contact Pre-opening at 713-794-9200 to obtain an inspection appointment before operating the business.**
13. POISINOUS OR TOXIC MATERIALS Each of the three categories of poisonous or toxic materials shall be stored and located to be physically separated from each other. All poisonous or toxic materials shall be stored in cabinets or in similar compartments used for no other purpose to preclude potential contamination, poisonous or toxic materials shall not be store above food, food equipment, utensils or single service articles. (Section 20-21, Item 27)		
14. LAUNDRY FACILITIES Laundry facilities, if provided shall be restricted to washing and drying of items necessary to the operation. If a washer is used, then a dryer must also be provided for laundry facilities. (Section 20-21, Item 28)		
15. DRESSING AREAS AND LOCKER ROOMS If employees routinely change clothes within the establishment, rooms shall be designated and used for that purpose. The designated rooms shall not e used for food preparation, food storage or service, or for utensil washing. Lockers may be located in packaged food/sing service article storage rooms. (Section 20-21, Item 26)		